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## U.S. Department of State Records Schedule

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### *Chapter 14: Visa Records (also see B 09 Consular Records)*

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#### Visa Records

**A-14-001-01      Visa Policy Files**

**Description:** Communications, including reports, regarding visa policies, procedures, regulations and legislation.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 15 years old in 5-year blocks.

**DispAuthNo:** NC1-59-79-13, item 1      **Date Edited:** 4/1/1999

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**A-14-001-02a      Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants**

**Description:** a. Case files on individual aliens issued an immigrant visa.

**Disposition:** Destroy 6 months after issuance.

**DispAuthNo:** NC1-59-86-2, item 1a      **Date Edited:** 4/1/1999

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**A-14-001-02b      Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants**

**Description:** b. Case files on individual aliens issued a non-immigrant visa.

**Disposition:** Destroy 1 year after issuance.

**DispAuthNo:** NC1-59-86-2, item 2b      **Date Edited:** 4/1/1999

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**A-14-001-02c(1)(a)      Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants**

**Description:** c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(a) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (19), (22), (23), (27), (28), (29), (31), and (34) of the Immigration and Nationality Act.

**Disposition:** Retain until alien is 90 years of age or older, provide there has been no visa activity for the past 10 years, at which time destroy. (ref. NC1-59-86-2, item 3c1(a) and c1©)

**DispAuthNo:** N1-59-91-28, item 1c(1)(a)      **Date Edited:** 4/1/1999

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<b>A-14-001-02c(1)(b)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	Cases of applicants refused or presumed ineligible under Section 212(a)(33) of the Immigration and Nationality Act.
<b>Disposition:</b>	Retain until alien is 100 years of age, then destroy. (ref. NC1-59-86-2, item 2c1(b))
<b>DispAuthNo:</b>	N1-59-91-17, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(c)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (c) Cases of applicants refused or presumed ineligible under all other Sections of Section 212(a), (Category II), and Section 212(e) of the Immigration and Nationality Act.
<b>Disposition:</b>	Destroy 2 years after date of refusal.
<b>DispAuthNo:</b>	N1-59-86-2, item 6(d)
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(d)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (d) Cases of applicants refused or presumed ineligible on the basis of Section 212(a) (17) of the Immigration and Nationality Act.
<b>Disposition:</b>	Retain for 20 years, then destroy. (ref. N1-59-86-2, item 7)
<b>DispAuthNo:</b>	N1-59-91-28, item 1c(1)(d)
<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-02c(1)(e)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (e) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a)(1)(A)(ii), (1)(A)(iii), (2), (3)(A), (3)(B), (3)(C), (3)(D), (3)(E)(ii), (6)(C), (6)(E), (6)(F), (8) and (9)(C) of the Immigration and Nationality Act as of June 1, 1991.
<b>Disposition:</b>	Retain until alien is 90 years of age or older and there has been no visa activity for the past 10 years, at which time destroy.
<b>DispAuthNo:</b>	N1-59-92-5, item 1c(1)(e)
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(f)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (f) Cases of applicants refused under Section 221(g) of the Immigration and Nationality Act.
<b>Disposition:</b>	Destroy 1 year after date of refusal.
<b>DispAuthNo:</b>	NC1-59-86-2, item 8c(1)(f)
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(g)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6) of the Immigration and Nationality Act.
<b>Disposition:</b>	Destroy when 15 years old, except where review by consular officer indicates need for further reference value. (ref. NC1-59-86-2, item 5 and N1-59-91-28)
<b>DispAuthNo:</b>	N1-59-88-38, item 1
<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-02c(1)(h)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>		
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (h) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(3)(E)(i) of the Immigration and Nationality Act as of June 1, 1991.		
<b>Disposition:</b>	Retain until alien is 100 years of age, then destroy.		
<b>DispAuthNo:</b>	N1-59-92-5, item 1c(1)(h)	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(i)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>		
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living applicants.  (i) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(1)(A)(i) of the Immigration and Nationality Act as of June 1, 1991.		
<b>Disposition:</b>	Retain for fifteen years, then destroy.		
<b>DispAuthNo:</b>	N1-59-92-5, item 1c(1)(i)	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(1)(j)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>		
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (j) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6)(b)[(i), (ii), (iii), or iv](a) of the Immigration and Nationality Act as of June 1, 1991.		
<b>Disposition:</b>	Retain for ten years, then destroy.		
<b>DispAuthNo:</b>	N1-59-92-5, item 1c(1)(j)	<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-02c(1)(k)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (1) Cases of living visa applicants.  (k) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6)(B)[(i), (ii), (iii), or iv](b) of the Immigration and Nationality Act as of June 1, 1991.
<b>Disposition:</b>	Retain for twenty years, then destroy.
<b>DispAuthNo:</b>	N1-59-92-5, item 1c(1)(k)
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-02c(2)</b>	<b>Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants</b>
<b>Description:</b>	c. Case files on individual aliens refused a visa.  (2) Cases of deceased visa applicants.
<b>Disposition:</b>	Destroy upon notification of death of applicant.
<b>DispAuthNo:</b>	NC1-59-81-1, item 1(c)(2)
<b>Date Edited:</b>	7/26/2007
<b>A-14-001-02d</b>	<b>Historical Files</b>
<b>Description:</b>	Case files on historically significant individuals, receiving Congressional or media scrutiny, reflecting distinctive agency activities, or are otherwise historically significant.
<b>Disposition:</b>	Permanent. Retire to the RSC at the time records are reviewed for destruction for transfer to the WNRC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-59-96-10, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-03a</b>	<b>Visa Regulations, Notes and Handbooks</b>
<b>Description:</b>	Processed and printed copies of visa regulations, notes, and handbooks  a. Master set in Visa Office Library.
<b>Disposition:</b>	To be retained indefinitely.
<b>DispAuthNo:</b>	II-NN-3399, item 9a
<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-03b</b>	<b>Visa Regulations, Notes and Handbooks</b>
<b>Description:</b>	Processed and printed copies of visa regulations, notes, and handbooks  b. Extra copies. Post memorandums requesting, acknowledging receipt of, or reporting on completeness of visa regulations, notes or handbooks.
<b>Disposition:</b>	To be destroyed when superseded or obsolete or no longer required for distribution.
<b>DispAuthNo:</b>	II-NN-3399, item 9b
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-04a</b>	<b>Communications regarding Administrative Arrangements for Deportation of Aliens</b>
<b>Description:</b>	Communications regarding arrangements for obtaining passports for aliens being deported from the United States.  a. Communication on non-contentious cases.
<b>Disposition:</b>	Destroy cases 5 years after deportation.
<b>DispAuthNo:</b>	II-NN-3399, item 10a
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-04b</b>	<b>Communications regarding Administrative Arrangements for Deportation of Aliens</b>
<b>Description:</b>	Communications regarding arrangements for obtaining passports for aliens being deported from the United States.  b. Communication on contentious Cases.
<b>Disposition:</b>	To be retained indefinitely.
<b>DispAuthNo:</b>	II-NN-3399, item 10b
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-05</b>	<b>Lead Sheets for "No Record" Name Checks</b>
<b>Description:</b>	Form FS-503, Lead Sheet for Investigation on name checks of various government files which resulted in reports of "no information" on the alien refugee described in the lead sheet.
<b>Disposition:</b>	One copy to be retained in the individual visa case file and subject to disposal as a part of item 12 (see schedules for A-14-001-02).
<b>DispAuthNo:</b>	II-NN-3399, item 6a
<b>Date Edited:</b>	7/26/2007

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<b>A-14-001-05a</b>	<b>Lead Sheets for "No Record" Name Checks</b>		
<b>Description:</b>	Form FS-503, Lead Sheet for Investigation on name checks of various government files which resulted in reports of "no information" on the alien refugee described in the lead sheet.  b. other copies		
<b>Disposition:</b>	To be destroyed immediately		
<b>DispAuthNo:</b>	II-NN-3399, item 6b	<b>Date Edited:</b>	7/26/2007
<b>A-14-001-06</b>	<b>Reserved for future use</b>		
<b>Description:</b>			
<b>Disposition:</b>			
<b>DispAuthNo:</b>	Reserved	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-07</b>	<b>Communications Regarding Inquiries on Status of Non-Immigrant Trainees</b>		
<b>Description:</b>	Communications with private individuals and firms regarding the status of certain aliens applying for admission to the United States in order to take training courses in various United States firms and corporations.		
<b>Disposition:</b>	Destroy when 5 years old.		
<b>DispAuthNo:</b>	II-NN-3399, item 14	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-08</b>	<b>Communications regarding Requests for Samples of Foreign Passports</b>		
<b>Description:</b>	Memorandums and related post communications with various Foreign Offices concerning requests for samples of foreign passports.		
<b>Disposition:</b>	Destroy 3 months after request is answered.		
<b>DispAuthNo:</b>	II-NN-3399, item 1	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-09</b>	<b>Telephonic Waivers of Documentary Requirements</b>		
<b>Description:</b>	Form sheets used to record information regarding telephonic waivers of visa documentary requirements, principally for foreign crews of ships in ports of the U.S. Excludes related correspondence with the Immigration and Naturalization Service.		
<b>Disposition:</b>	Destroy 1 year after date of waiver.		
<b>DispAuthNo:</b>	II-NN-3399, item 2	<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-10a</b>	<b>Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas</b>		
<b>Description:</b>	Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.  a. Cases where no derogatory information developed.		
<b>Disposition:</b>	Destroy after completion of action and recording in name index.		
<b>DispAuthNo:</b>	NN-167-97, item 1a	<b>Date Edited:</b>	7/26/2007
<b>A-14-001-10b</b>	<b>Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas</b>		
<b>Description:</b>	Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.  b. Cases where derogatory security information exists.		
<b>Disposition:</b>	File in Visa Case File. Destroy 50 years after case is closed. See Item 140002.		
<b>DispAuthNo:</b>	NN-167-97, item 1b	<b>Date Edited:</b>	7/26/2007
<b>A-14-001-10c</b>	<b>Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas</b>		
<b>Description:</b>	Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.  c. Name index recording non-derogatory cases.		
<b>Disposition:</b>	Destroy 1 year after case is closed.		
<b>DispAuthNo:</b>	NN-167-97, item 1c	<b>Date Edited:</b>	7/26/2007
<b>A-14-001-11</b>	<b>Inquiries Regarding Status of Individual Visa Cases</b>		
<b>Description:</b>	Files originating as a result of written or verbal inquiries from individuals, Congressional or Government offices or independent organizations concerning the status of a specific visa case. Includes internal and external communications incident to obtaining required information and copy of reply not involving a policy decision.		
<b>Disposition:</b>	Destroy 1 year after reply.		
<b>DispAuthNo:</b>	NN-167-97, item 2	<b>Date Edited:</b>	4/1/1999



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### Chapter 14: Visa Records (also see B 09 Consular Records)

<b>A-14-001-12a</b>	<b>Communications Regarding Requests for Publications</b>		
<b>Description:</b>	Communications with Foreign Service posts, other Government agencies, and private individuals and organizations regarding requests for publications. Included are copies of publications obtained.  a. Communications.		
<b>Disposition:</b>	Destroy 3 months after replies to requests have been received.		
<b>DispAuthNo:</b>	II-NN-3399, item 3a	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-12b</b>	<b>Communications Regarding Requests for Publications</b>		
<b>Description:</b>	Communications with Foreign Service posts, other Government agencies, and private individuals and organizations regarding requests for publications. Included are copies of publications obtained.  b. Publications.		
<b>Disposition:</b>	Destroy when they are of no further reference value to the Visa Office.		
<b>DispAuthNo:</b>	II-NN-3399, item 3b	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-13</b>	<b>Reserved for future use</b>		
<b>Description:</b>			
<b>Disposition:</b>			
<b>DispAuthNo:</b>	Reserved	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-14</b>	<b>Reserved for future use</b>		
<b>Description:</b>			
<b>Disposition:</b>			
<b>DispAuthNo:</b>	Reserved	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-15</b>	<b>Allocation of Immigrant Visa Numbers</b>		
<b>Description:</b>	Documents reflect the allocation and cancellation of specified visa numbers from posts and notification from INS regarding adjustment of status cases.		
<b>Disposition:</b>	Destroy after 1 fiscal year.		
<b>DispAuthNo:</b>	N1-59-97-10, item 2	<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-16</b>	<b>Reserved for future use</b>		
<b>Description:</b>			
<b>Disposition:</b>			
<b>DispAuthNo:</b>	Reserved	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-17</b>	<b>Reserved for future use</b>		
<b>Description:</b>			
<b>Disposition:</b>			
<b>DispAuthNo:</b>	Reserved	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-18</b>	<b>Correspondence between the Department and foreign embassies, international organizations, etc., concerning such visa matters as verifications or adjustments of status, revalidation's, re-entry visas and other routine status matters</b>		
<b>Description:</b>			
<b>Disposition:</b>	Destroy 1 year after date of reply or last action.		
<b>DispAuthNo:</b>	NN-173-241, item 2	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-19</b>	<b>Private Bills</b>		
<b>Description:</b>	Copies of Private Bills relating to the admission of aliens into the United States.		
<b>Disposition:</b>	Destroy 1 year after issuance of visa or 4 years after bill last introduced in Congress.		
<b>DispAuthNo:</b>	NN-173-241, item 3	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-20</b>	<b>Visa Lookout Master</b>		
<b>Description:</b>	This on-line series assists visa officers located at posts throughout the world in determining those individuals to whom a visa should be issued or denied. The system functions similarly to the Passport Lookout System (see items 130016 and 130017) by identifying individuals who have been denied visas.		
<b>Disposition:</b>	Destroy when active agency use ceases.		
<b>DispAuthNo:</b>	NC1-59-83-4, item 36	<b>Date Edited:</b>	4/1/1999

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<b>A-14-001-21</b>	<b>Visa Lookout Index</b>
<b>Description:</b>	This on-line series provides rapid access to names in the Visa Lookout Master. Searches may be by name (soundex codes), date of birth, or visa office.
<b>Disposition:</b>	Destroy when active agency use ceases.
<b>DispAuthNo:</b>	NC1-59-83-4, item 37
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-22</b>	<b>Visa Work Measurement System (VM)</b>
<b>Description:</b>	Visa Work Measurement Master. This series provides a description of the workload and staffing for the Visa Office and regional bureaus. Reports enable the Visa Office to project staffing requirements for visa sections in posts around the world. Data includes the post, country, visa category, number of visas processed, and time spent on each category of visa.
<b>Disposition:</b>	Destroy when active agency use ceases.
<b>DispAuthNo:</b>	NC1-59-83-4, item 38
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-23</b>	<b>Reserved for future use</b>
<b>Description:</b>	
<b>Disposition:</b>	
<b>DispAuthNo:</b>	Reserved
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-24</b>	<b>Name Check System (NC)</b>
<b>Description:</b>	Name Check History Master. This series contains a yearly listing of requests by Passport and Visa Office personnel to query the Passport and Visa Lookout systems (see items 140020 and 140021). The listing provides statistical data for the Bureau of Consular Affairs.
<b>Disposition:</b>	Destroy when active agency use ceases.
<b>DispAuthNo:</b>	NC1-59-83-4, item 23
<b>Date Edited:</b>	4/1/1999
<b>A-14-001-25</b>	<b>Immigrant Control and Reporting system (ICARS)</b>
<b>Description:</b>	This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.
<b>Disposition:</b>	See sub sections 25a through 25b(4) for specific dispositions. (ref. II-NN-3399 and NC1-59-83-4)
<b>DispAuthNo:</b>	N1-59-97-10, item 1
<b>Date Edited:</b>	7/26/2007

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<b>A-14-001-25a</b>	<b>Immigrant Control and Reporting System (ICARS)</b>		
<b>Description:</b>	a. Master On-Line File.		
<b>Disposition:</b>	Destroy when active use ceases.		
<b>DispAuthNo:</b>	N1-59-97-10, item 1a	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-25b(1)</b>	<b>Immigrant Control and Reporting System (ICARS)</b>		
<b>Description:</b>	b. Off-Line paper printouts of ICARS reports.  (1) Monthly Report of Qualified Visa Applicants.		
<b>Disposition:</b>	Destroy when 10 years old.		
<b>DispAuthNo:</b>	N1-59-97-10, item 1b(1)	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-25b(2)</b>	<b>Immigrant Control and Reporting System (ICARS)</b>		
<b>Description:</b>	b. Off-Line paper printouts of ICARS reports.  (2) Monthly Immigrant Visa Workload Report.		
<b>Disposition:</b>	Destroy when 10 years old.		
<b>DispAuthNo:</b>	N1-59-97-10, item 1b(2)	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-25b(3)</b>	<b>Immigrant Control and Reporting System (ICARS)</b>		
<b>Description:</b>	b. Off-Line paper printouts of ICARS reports  (3) Semi-Annual Report of Nonimmigrant Visas Issued and Refused.		
<b>Disposition:</b>	Destroy when 10 years old.		
<b>DispAuthNo:</b>	N1-59-97-10, item 1b(3)	<b>Date Edited:</b>	4/1/1999
<b>A-14-001-25b(4)</b>	<b>Immigrant Control and Reporting System (ICARS)</b>		
<b>Description:</b>	b. Off-Line paper printouts of ICARS reports.  (4) Annual Report of Active Registrants at Posts.		
<b>Disposition:</b>	Destroy when 5 years old.		
<b>DispAuthNo:</b>	N1-59-97-10, item 1b(4)	<b>Date Edited:</b>	4/1/1999